Sarah Huckabee Sanders
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
agriculture.arkansas.gov
(501) 225-1598

Wes Ward
Secretary of Agriculture

AN EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
October 10, 2025

TITLE LOCATION	ANNUAL SALARY POSITION #	APPLICATION MUST BE RECEIVED BY:
Administrative Specialist **Arkansas Department of Agriculture** **Fiscal** **Pulaski County/Little Rock** **Hiring Authority:** Arkansas Department of Agriculture #1 Natural Resources Drive Little Rock, AR 72205 Phone: 501/219-6347 E-mail: elza.albert@agriculture.arkansas.gov Standard State of Arkansas employment application required. Apply on line: http://arcareers.arkansas.gov	Entry Level Salary: $35,610 Grade: SGS02 Positions #22087938 Req ID #53503	**October 17, 2025**

Minimum Qualifications:

- A high school diploma or equivalent is required.

Knowledge and Skills:

- Ability to draft clear, concise, and professional correspondence.
- Ability to interact with the public, staff, and leadership in a professional and approachable manner.
- Ability to maintain organized records and files.
- Ability to assess situations, troubleshoot problems, and implement effective solutions in a timely manner.
- Ability to handle sensitive and confidential information with discretion and in compliance with state and federal privacy laws.
- Knowledgeable of office software applications (e.g., Microsoft Word, Excel, PowerPoint), and familiarity with office equipment (e.g., copiers, fax machines, phone systems).
- Proactive in identifying opportunities for process improvement and streamlining office operations.

Preferred Qualifications:

- Primary duties would include mailroom.
- Providing relief for the front desk receptionist.